

**Los Alamos**  
NATIONAL LABORATORY  
**memorandum**

**Facilities, Security & Safeguards Division**  
*Personnel & Information Security (FSS-15)*

*To/MS:* Master Management  
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**SUBJECT: SIGMA DESIGNATIONS ON BADGES**

The new standard badging system is meant to reduce the number of badges an individual is granted throughout the DOE complex; however, the new badges do not include sigma information. Access Control has been providing a visitor badge to capture sigma information to cleared official visitors who are standard badge holders. This is neither cost effective nor within the spirit of the standard badge initiative.

Beginning January 6, 1997, standard badge holders will no longer receive an additional visitor badge. Organizations who host visitors who need sigma access will notify Access Control using the "Cleared Official Visitor Request" form as they do now. Access Control will verify sigma eligibility, as they do now, and will fax to the host a copy of the Cleared Official Visitor Request form with the access approvals. The host will be responsible for ensuring that s/he has the appropriate sigma approvals for each visitor.

As a result of this change, visitors with the standard badge whose hosts have received the appropriate sigma approvals will be able to go directly to their meeting without stopping at the Badge Office and will no longer have to wear two badges.